

MEMORANDUM

TO: Intermediate and Local School District Directors of Special Education and
Chief Executive Officers of Public School Academies

FROM: Jacquelyn J. Thompson, Ph.D., Director
Office of Special Education and Early Intervention Services

DATE: June 18, 2003

SUBJECT: Collection of Special Education Suspension/Expulsion Data

The purpose of this memo is to clarify how special education suspension and expulsion data for the 2002-03 school year will be collected. Currently, the Single Record Student Database (SRSD), which is managed by the Center for Educational Performance and Information (CEPI), collects individual student-level data regarding expulsions. For the second time, we will augment the end-of-year SRSD collection with data regarding special education student expulsions via the attached paper forms and the Michigan Compliance Information System (MI-CIS). In the future, we plan to eliminate the collection of special education expulsion data via the MI-CIS and collect all special education expulsion data electronically via the SRSD.

These mandated data are used to examine if discrepancies exist in the rate of long-term suspensions and expulsions of children with disabilities:

- Among local educational agencies (LEAs) and public school academies (PSAs) in the state;
- Compared to the rates of suspensions and expulsions for students who are nondisabled.

Federal student count reports must also contain data for students subject to multiple short-term suspensions that accumulate to more than ten school days for the current school year. The SRSD end-of-year reporting also includes a portion of these data. To meet these reporting mandates, forms and instructions for compiling the data for special education students for the 2002-2003 school year are attached. **Data are due for entry into the MI-CIS by Friday, July 25, 2003.**

Intermediate school districts (ISDs), LEAs, and PSAs should check their data to ensure that the data will be ready for the end-of-year SRSD reporting period (due to ISDs on June 30, 2003). Should you have any questions regarding this count, immediately contact the MI-CIS help line at the MI-CIS website (www.micis.org).

OSE/EIS 03-07

Memorandum
Page 2
June 18, 2003

Attached is a copy of Form SE-4568-Suspension (see Attachment A) that can be used to gather the appropriate counts for individual students. An example is provided in this memorandum detailing how the form is to be used (see Attachment B). You may make copies of SE-4568-Suspension, or print additional copies from the MI-CIS web site.

Once the forms have been completed, you have the option of mailing the forms (address below) OR entering the data yourself onto the MI-CIS web site (see sample shown on Attachment B).

If you send in the forms, Interagency Information Systems (IIS) will enter the data into the MI-CIS system for you (please include your contact information). The mailing address is:

Ms. Norma Hackett
Interagency Information Systems
61748 Burr Oak Road
Burr Oak, Michigan 49030-9640

Complete all data collection activities by **Friday, July 25, 2003**. For help with online data entry or log-in instructions, please contact Ms. Norma Hackett (IIS) at: nhackett@direcway.com or via telephone at (866) 731-2379.

c: Mr. Andrew Henry, Director
Center for Educational Performance
and Information

Attachments

Form: SE-4568-SUSPENSION
Authority: PL 105-17, IDEA 97
Completion: REQUIRED

Michigan Department of Education
Office of Special Education
and Early Intervention Services
P.O. Box 30008
Lansing, Michigan 48909

Contact: Dr. James R. Nuttall
(517) 335-0454
nuttallj@michigan.gov

**SPECIAL EDUCATION STUDENTS WITH DISABILITIES
SUBJECT TO UNILATERAL REMOVAL, REMOVAL BASED ON A HEARING OFFICER
DETERMINATION REGARDING LIKELY INJURY, OR A LONG-TERM SUSPENSION/EXPULSION**

Instructions:

The Individuals with Disabilities Education Act (IDEA) at 34 CFR §300.146 requires that the state must have on file information to examine if significant discrepancies exist in the rate of long-term suspensions and expulsions of special education students. In order to meet the requirements of the *Individuals With Disabilities Education Act, As Amended*, districts must report special education students who are subject to a) unilateral removal, b) removal based on a hearing officer determination regarding likely injury, or c) long-term suspension/expulsion. For a removal incident to be reported on this form, there must be either **a change in placement to an interim alternative education setting OR an long-term out-of-school suspension.**

Report children with disabilities who were removed to an interim alternative education setting:

- (1) subject to a unilateral removal by school personnel following a drug offenses;
- (2) subject to a unilateral removal by school personnel following a weapon offenses; or
- (3) subject to a removal based on a hearing officer determination of likely injury to self or others.

Report children with disabilities who were subject to long-term out-of-school long-term suspension/expulsion:

- (4) those subject to one suspension/expulsion of more than 10 days, and
 - (5) those subject to multiple short-term suspensions summing to more than 10 days.
- Include only out-of-school suspensions.

Definitions:

Unilateral Removal - Instances in which school personnel (not the IEP team) order the removal of children with disabilities from their current educational placement to an appropriate interim alternative educational setting for the same amount of time that children without disabilities would be subject to discipline, but for not more than 45 days, if the children carry a weapon to school or to a school function, knowingly possess or use illegal drugs while at school or a school function, or sell or solicit the sale of a controlled substance while at school or a school function.

Removal by a Hearing Officer - Those instances in which an impartial hearing officer orders the removal of children with disabilities from their current educational placement to an appropriate alternative educational setting for not more than 45 days based on the hearing officer's determination that the public agency has demonstrated by substantial evidence that maintaining the child's current placement is substantially likely to result in injury to the child and youth, or others.

Dangerous Weapon - A weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except that such a term does not include a pocket knife with a blade of less than 2-1/2 inches in length (18 U.S.C. § 930).

Drug Offenses - The use, possession, sale, or solicitation of drugs as identified in 21 U.S.C. §812; this does not include alcohol or tobacco.

School Day means any day, including a partial day, that children are in attendance at school for instructional purposes. The term school day has the same meaning for all children in school, including children with and without disabilities. **FYI: The latest information on students will not be in the system until the conversion takes place in June.**

Form: SE-4568-SUSPENSION
Authority: PL 105-17, IDEA 97
Completion: REQUIRED

Michigan Department of Education
Office of Special Education
and Early Intervention Services
P.O. Box 30008
Lansing, Michigan 48909

Contact: Dr. James R. Nuttall
(517) 335-0454 or
nuttallj@michigan.gov

**SPECIAL EDUCATION STUDENTS WITH DISABILITIES
SUBJECT TO UNILATERAL REMOVAL, REMOVAL BASED ON A HEARING OFFICER
DETERMINATION REGARDING LIKELY INJURY, OR A LONG-TERM SUSPENSION/EXPULSION**

Instructions Use this form to report students who were removed to an alternative educational setting or students who experienced a long-term *out-of-school* suspension or expulsion (accumulation of more than 10 days). Complete all data collection activities by Friday, June 20, 2003. In May and June districts may enter this data on line www.micis.org, or mail to Norma Hackett, for entry, see address below. For online data entry instructions contact Norma Hackett, nhackett@direcway.com or (866) 731-2379.

Student's Name: _____
(Please print) Last name, First name

Period: End of Year 2003

Operating ISD Number: [] [] [] [] [] []

Operating LEA Number: [] [] [] [] [] [] [] [] [] []

Student Eligible for Special Education under Rule: (check one)

- | | |
|---|---|
| <input type="checkbox"/> 02 - Cognitive Impairment (R340.1705) | <input type="checkbox"/> 10 - Speech & Language Impairment (R340.1710) |
| <input type="checkbox"/> 03 - Severely Mentally Impaired (R340.1703) | <input type="checkbox"/> 11 - Early Childhood Developmental Delay (R340.1711) |
| <input type="checkbox"/> 04 - Trainable Mentally Impaired (R340.1704) | <input type="checkbox"/> 13 - Specific Learning Disability (R340.1713) |
| <input type="checkbox"/> 05 - Educable Mentally Impaired (R340.1705) | <input type="checkbox"/> 14 - Severe Multiple Impairment (R340.1714) |
| <input type="checkbox"/> 06 - Emotional Impairment (R340.1706) | <input type="checkbox"/> 15 - Autism ((R340.1715)) |
| <input type="checkbox"/> 07 - Hearing Impairment (R340.1707) | <input type="checkbox"/> 16 - Traumatic Brain Injury (R340.1716) |
| <input type="checkbox"/> 08 - Visual Impairment (R340.1708) | <input type="checkbox"/> 19 - Physical Impairment (R340.1709) |
| <input type="checkbox"/> 09 - Phys. & Otherwise Health (R340.1709) | <input type="checkbox"/> 20 - Other Health Impairment (R340.1709a) |

Date of Birth: _____

Gender of Student: [] 1. Male [] 2. Female

Ethnic Group: (check one)

- | | |
|--|---|
| <input type="checkbox"/> 1 - American Indian/Alaska Native | <input type="checkbox"/> 4 - Native Hawaiian/Other Pacific Islander |
| <input type="checkbox"/> 2 - Asian American | <input type="checkbox"/> 5 - White (Not Hispanic) |
| <input type="checkbox"/> 3 - Black (Not Hispanic) | <input type="checkbox"/> 6 - Hispanic / Latino |

Please enter number of times and total days for each discipline removal type being reported. Then choose ONE of the removals reported to be registered in the state reporting system (SRSD) for this school year.

SRSD

Export # of Total
(check 1 of 5) Times Days

Out-of-School Suspensions for Any Reason or Behavior

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1 - Student was subject to short-term multiple removals from his/her educational placement for a total of more than 10 cumulative days |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2 - Student was removed from his/her educational placement for a period of more than 10 consecutive days |

Changes in Placement to an Interim Alternative Educational setting for not more than 45 days.

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3 - Removal based on a HEARING OFFICER determination regarding likely injury |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4 - Removal by the district that is the result of bringing a WEAPON to school |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5 - Removal by the district that is the result of the use, possession, sale, or solicitation of DRUGS |

MAILING INSTRUCTIONS -- Office of Special Education Contractor: Interagency Information Systems, 61748 Burr Oak Rd., Burr Oak, MI 49030-9640.

ATTACHMENT B

Instructions for Form Completion and Online Data Entry

To facilitate data entry, MI-CIS will retrieve student data from the December 2, 2002 count, or accept manually-entered data for new students. When completed, districts can download suspension/expulsion data to import into local information systems used for the end-of-year SRSD report. See the screen shots below which you will find at the MI-CIS website (www.micis.org).

(**Note:** In the future, MI-CIS will add features enabling incident-based entry of suspensions and expulsions. As a management aid, the system will flag significant accumulations of individual student suspension throughout the school year pertinent to due process considerations and automatically summarize data at the end of the school year.)

Student Discipline Summary Entry Screen

Discipline Summary

MI-CIS ID# Local ID# Child's Name DOB Mos-Age-Yrs Brth Ord Gender

Phone Eligibility Early On Contact Special Ed Contact

Address Special Ed Only Primary Attending ISD / District / School Resident ISD / District / School

Alpena-Montmorency-Alcona ESD / Alpena-Montmorency-Alcona Alpena-Montmorency-Alcona ESD / Alpena-Montmorency-Alcona

Discipline Summary for EOY 2003

Student Eligible for Special Ed under rule (Disab.) Prt. Disab. Ethnic Group

03 - Severely Mentally Impaired (R340.1703) Begin S - White (Not Hispanic)

Please enter amounts for each discipline removal type you have counts for. Then choose one of the types that you wish to export to SRSD for this period. The one you select to export to SRSD must have counts.

SRSD Export (Check 1 of 5)	# of Times	Total Days
<input type="radio"/>		
<input type="radio"/>		

Out-of-School Suspension for Any Reason or Behavior.

1. Student was subject to short-term multiple removals from his/her educational placement for a total of more than 10 cumulative days
2. Student was removed from his/her educational placement for a period of more than 10 consecutive days

Changes in Placement to an Interim Alternative Educational Setting for not more than 45 days.

3. Removal based on a HEARING OFFICER determination regarding likely injury
4. Removal by the district that is the result of bringing a WEAPON to school
5. Removal by the district that is the result of the use, possession, sale, or solicitation of DRUGS

A worked example and instructions: During the recent school year, while a student in your district, John Student:

- Was first subject to a short-term suspension of 7 school days;
- Was then subject to a long-term suspension of 12 school days;
- Was then subject to a short-term suspension of 4 days, then immediately and unilaterally moved to an interim alternative setting placement for 30 school days based on his possession of drugs at school.

Short-term suspension data is for students who are short-term suspended in multiple instances (ten consecutive school days or less for each suspension) throughout the school year. **If the multiple short-term removals accumulate to more than ten school days in a school year**, data for the student (number of short-term suspensions, total days in short-term suspensions) are indicated on line 1 under **Out-of-School Suspension**.

- If the student's short-term out-of-school suspensions do not accumulate to more than 10 school days in a school year, no data entry on line 1 is needed for this student.

In the example, John Student was short-term suspended on 2 occasions totaling 11 school days of short-term suspension.

Long-term suspension data is used when the student is subject to one or more long-term, out-of-school suspension(s) (more than ten consecutive school days per incident). Data for this student (number of >10-day removals, total days in long-term suspensions) **must** be entered on line 2 under **Out-of-School Suspension**.

- In line 2, **do not** count any data from short-term suspensions.
- In line 2, **do** count data from instances in which an interim alternative placement occurred and the suspension exceeded ten school days (see below).

In the example, there was 1 long-term out-of-school suspension for 12 school days.

Unilateral Interim Alternative Placement is used when the student is unilaterally placed during the discipline process by school authorities or a hearing officer for behavior involving drugs, weapons, or other dangerous situations. Data for this student is entered in lines 3, 4, or 5 under **Changes in Placement to an Interim Alternative Setting**.

- Interim settings directed by a hearing officer are reported in line 3;
- Interim settings directed by the district for a weapon's incident are reported in line 4;
- Interim settings directed by the district for a drug's incident are reported in line 5;
- Do not count as a unilateral interim placement a change of placement decided by the IEP Team;
- For total days in lines 3, 4, and 5, do not count as interim days the initial portion of a continuous suspension that occurs before the actual interim placement begins. Those portions occurring before the interim placement are counted as either short-term (≤ 10 days) or long-term (> 10 days) under the **Out-of-School Suspension** section.

In the example:

- *John Student was unilaterally moved after 4 days from a short-term suspension to an alternative setting (due to drugs) for 30 school days. Only the 30 days are counted in the Unilateral Removal section.*

SRSD Export

Note the statement on the Discipline Summary Entry screen that only one of the five suspension or alternative setting options can be exported to the SRSD file for any child. Check the radio button next to the line of choice.

SRSD Export will be a batch process and the user will receive an e-mail notification when the SRSD file has been created. Note that this partial SRSD file only contains special education data and must be combined with data from other student databases. The screen shot is on the next page. You may export a file for a specific LEA district or for the entire ISD by selecting District "All."

If you have questions about any part of this process, contact Interagency Information Systems: Ms. Norma Hackett at (866) 731-2379, or via e-mail at nhackett@direcway.com; Ms. Mary Schrader at (866) 496-5885, or via e-mail at msodutch@aol.com; or Dr. Allan Knapp at (517) 485-8181, or via e-mail at akzoom@aol.com.

SRSD Export		Export	Close
ISD	District		
Ottawa Area ISD	Grand Haven Area Public Schools		
Count Period	Notification Email: (Replace if not correct):		
End of Year 2002 (SRSD)	YourName@address.com		
Status			

Possible Statuses:

There is currently no SRSD file generation request for your selections above. Click Export to make a new request.

The SRSD file generation process completed successfully on Wednesday, 4/17/2002 at 2:15 PM. Please click on the link to download your SRSD file. [SRSD_EOY2002.txt](#) (127 KB)

Your SRSD file generation request is in the queue to be processed. Please check back later. An Email notification will be sent to YourName@address.com> when the process is complete.

Your SRSD file generation request is currently being processed. Please check back later. An Email notification will be sent to YourName@address.com> when the process is complete.